



OPERATIONAL MEMO

TITLE:	UPDATED STATEMENT OF AGREEMENT
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	OCTOBER 1, 2020
DIVISION AND OFFICE:	CASE MANAGEMENT AND QUALITY PERFORMANCE DIVISION, OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	CASE MANAGEMENT UNIT
KEY WORDS:	STATEMENT OF AGREEMENT, SIGNATURE PAGE, PERSON-CENTERED SERVICE PLAN, SUPPORT PLAN, INDIVIDUALIZED PLAN
OPERATIONAL MEMO NUMBER: HCPF OM 20-092	
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APPROVED BY: MICHELLE TOPKOFF	

HCPF Memo Series can be accessed online: <https://www.colorado.gov/hcpf/memo-series>

Purpose and Audience:

The purpose of this Operational Memo is to inform Members enrolled in Home and Community-Based Services (HCBS) Waivers, Single Entry Point Agencies, Community Centered Boards, Private Case Management Agencies, provider agencies and stakeholders of updates made to the Service Plan Signature Page and changes to service provider signature requirements.

Information:

The Service Plan Signature Page has been updated to assure compliance with Federal regulations. The updated version of the Service Plan Signature Page is available to download from the Department of Health Care Policy & Financing (Department) [Long-Term Services and Supports Case Management Tools Web Page](#). Effective October 1, 2020, this version will be the only accepted version; all previous versions are now rescinded.

Each Member enrolled in an HCBS waiver must sign the Service Plan Signature Page, attesting that they are in agreement with the information in the Service Plan and agree

to receive services accordingly. The Case Manager is also required to sign the Service Plan Signature Page. There are also additional fields to list Service Plan participants and their relationship to the Member.

The Centers for Medicare & Medicaid Services not only requires the Person-Centered Service Plan to be finalized and agreed to with the informed consent of the Member, as indicated by a digital or physical signature; it also requires the Service Plan to be signed by all individuals and providers responsible for its implementation. The revised form states this requirement and includes space to collect signatures from all individuals and providers responsible for the implementation of the plan, as required. This Service Plan Signature Page will need to be signed by all individuals responsible for implementation at the time the Service Plan is developed each year. However, the Service Plan Signature Page for subsequent Service Plan revisions need only be signed by the Member, Case Manager and any individual or provider responsible for implementing the revised portion of the Service Plan. A copy of each Service Plan Signature Page should be provided to the Member and a copy retained in the Member's record.

Attachment(s):

Service Plan Signature Page – Rev. Sept. 2020

Service Plan Signature Plan Frequently Asked Questions (FAQs) – Oct. 2020

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